

REQUEST FOR QUALIFICATIONS AND QUOTES
To Provide Residential Homebuyer Counseling Services
Under Small Purchase Procurement

Invitation: The City of Atlanta, Department of Planning & Community Development, Bureau of Housing is soliciting a statement of qualifications and quotes from qualified Homebuyer Counseling for the provision of counseling services to households purchasing homes through the City of Atlanta's Neighborhood Stabilization Program (NSP) program. The City of Atlanta's Neighborhood Stabilization Program will affect approximately 250 units. However, there is no guarantee of the total amount of work to be performed, if selected.

Special Requirements: Homebuyer Counseling agencies must be HUD certified to participate in this program. The NSP program requires eight (8) hours of pre-purchase counseling. As part of these eight hours, the City of Atlanta NSP program is requiring two hours of one-on-one counseling with households. In addition, two hours of post-purchase counseling is required. Only households earning 120% of area median income or less are eligible to participate in the NSP program.

Proposal Requirements: All proposals shall be organized in the following manner:

- Name, Address, Telephone Number and Email Address of the firm. Also, the name and title of the individual authorized to negotiate the written agreement terms and make binding commitments shall be included.
- Professional Qualifications (include copies of HUD approved counseling certificate(s), Georgia state licenses, certificates).
- Statement of Capacity and Experience
- Description of the firm or individual's resources to deliver scope of services in a timely manner. If a firm, please provide the names of all personnel who will be assigned to work with the City, including education and previous experience.
- Include an organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors.
- A detailed program curriculum, including what the 8+ hours of counseling will entail where counseling will be provided, how often, group/one - on - one setting, etc.
- Schedule of upcoming classes and average length of time for a average homebuyer to successfully complete the homebuyer counseling program.
- Cost for providing scope of services (flat fee cost only, do not break out price per component)
- A minimum of three (3) homebuyer references, including name, address, and phone number, and type of service(s) provided, whom the City may contact to verify service rendered.

Scope of Service: Firm(s) selected to perform this function will:

- Provide a certificate indicating that the participant has completed a minimum of 8 hours of pre-purchase home ownership counseling per NSP regulations.
- A minimum of two hours of one-on-one counseling is required as a part of the eight hours. In-depth one-on-one pre-purchase housing counseling must include, but is not limited to: money management including basic banking and debt management; household budgeting and consumer education; and foreclosure prevention.
- Provide two hours of post-purchase counseling services to NSP homebuyers within twelve months of closing.
- Counsel participants on down payment & closing cost assistance loans.
- Work in collaboration with NSP staff and/or program partner(s) to promote successful homeownership opportunities and distribute NSP homebuyer materials at public events and at agency offices.
- Undertake other relevant housing counseling related tasks as directed by NSP staff and/or program partner.
- Provide reports and maintain documentation addressing quality assurance and regulatory compliance.
- Create and maintain a file for every client who successfully earns a counseling certificate.

Selection Criteria: The following criteria will be utilized to rate each applicant:

- **Experience (25 points):** The previous experience, education, training, certification/licensing, designation(s) and other qualifications of individuals or key staff in homebuyer counseling services. At a minimum the following item will be required:
 - HUD Certification as a homebuyer counselor.
- **Preliminary Scope of Services (25 points):** The quality and clarity of the proposed scope of services, and the degree to which the proposer demonstrates a coherent approach to the project.
- **Capacity (20 points):** The firm and staffing capacity to efficiently respond to requests and to fulfill obligations within the allocated timeframe.
- **Cost (20 points):** Cost to provide services as required in the RFP.
- **Minority and/or Women's Businesses (10 points):** Qualifications submitted by minority businesses or women's businesses will be awarded points.

Procurement Process: Statement of Qualifications will be evaluated on a Pass/Fail basis utilizing the Selection Criteria. The City will determine which respondents are responsive to the material terms and conditions of the request. Those who pass will be placed on the City's NSP Homebuyer Counseling List and will be randomly contacted by interested households to provide homebuyer counseling services. The homebuyer counselor will only be paid for services at the loan closing of a household on a NSP funded project.

Submission Deadline: To be considered, respondents must submit a complete response to this Request for Statement of Qualifications and Quotes by September 25, 2009 by 4 pm. Each submittal must include one (1) original and two (2) copies. Statement of Qualifications and Quotes must be addressed and submitted to the following:

**Valerie Fountaine, NSP Program Manager
City of Atlanta
Department of Planning & Community Development
Bureau of Housing
68 Mitchell Street, SW, Suite 1200
Atlanta, Georgia 30303**

Any Statement of Qualifications and Quotes received after 4:01 p.m. on the statement submission date will not be considered and will be rejected. No responses will be accepted by facsimile or email. The statement must be responsive to all aspects of the Request for Statement of Qualifications and Quotes and must adhere strictly to the format and contents specified above, including all forms and documents requested. Failure to include each and every required submittal may render your proposal non-responsive and result in the rejection of it.

Contact Person & Inquires: Any questions or concerns regarding this RFQ should be submitted in writing to the City's Contact Person: Ms. Valerie Fountaine, NSP Project Manager by fax (404) 546-8143 or by email at bureauofhousingnsp@atlantaga.gov not less than two (2) days prior to the due date.